

Thank you for choosing OccuVAX! Below are eight simple steps which will guide you through the appointment scheduling process.

Go to <https://www.occuvax.com/>

**IMPORTANT:** Both the Company ID **and** Password will be the **User ID and Password** Number listed on the 2014 Flu Shot Clinic Schedule located here - <http://www.kdheks.gov/hcf/sehp/download/KansasFluShotClinicSchedule.pdf>

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Clinic

Sign On

8 19 26

### Schedule My Appointment

Company ID:

Password:

Login

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Step 1 - Enter your Company User ID and Password under the 'Schedule My Appointment' box on the homepage. If you access the scheduling tool by using the employee link, you will not need to enter the Company User ID / Password.

## Access your Appointment

**DO NOT USE Your Company ID/Password**

Please enter your personal email address:

Email / User ID:

Do you have an existing personal OccuVAX Account?

- ☐ No, I am a new user.
- ☒ Yes, I have a password: (please enter below)

[Forgot your password?](#)

View / Edit Your Appointments

Step 2 - If you have previously scheduled an appointment with OccuVAX, use your existing User ID and password. Otherwise, select 'No, I am a new user.'

## Create Login

Create a login so that you can schedule your vaccination appointment.

First Name:

Last Name:

Email:

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*Your User ID and Password must contain a minimum of 8 characters.*

Email / User ID:

Password:

Confirm Password:

Create Login

**Step 3 - Create your personal login (use your business or personal email and create your own personal password. Your password must be a minimum of eight characters).**

**\*\*\*You will use this password to access your appointment for changes and future access\*\*\***

## Access your Appointment

Welcome back: [REDACTED]

Below is a list of the appointments you have scheduled.


	Name	Date	Time	Health Services	Amount Due
	[REDACTED]	10/8/2013	10:00 AM	Flu;	\$0.00
EDIT	[REDACTED]	4/25/2014	8:00 AM	Flu;	\$10.00 <a href="#">Pay Now</a>

[Schedule New Appointment](#)




[Consent Forms](#)

**Step 4 - Once logged in, select 'Schedule New Appointment'.**

conveniently at your location!

Us | [FAQs](#) | [Schedule My Appointment](#) | [Clinic Administrator Portal](#)





## Online Scheduling




[View My Appointments](#)

Appointment scheduling will close one week prior to the clinic to insure the proper amount of vaccine is supplied.

**Step 1: *select a clinic***

	Date/Time	Location	Health Service	Status
<a href="#">Select</a>	Friday Apr 25, 2014 8:00 AM - 9:00 AM		Flu Flu - Quadrivalent	3 / 24



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Step 5 - Select a clinic by clicking 'Select'.

**Step 1: select a clinic**

	Date/Time	Location	Health Service	Status
Select	Friday Apr 25, 2014 8:00 AM - 9:00 AM		Flu Flu - Quadrivalent	3 / 24

**Step 2: select your health service(s)**

- ☐ I am pregnant or breastfeeding.  
☐ I have a mercury allergy.

*If either of the above statements are true, [Flu - Quadrivalent](#) - selections should be chosen when available.*

☒ Flu ☐ Flu - Quadrivalent

**Step 3: select an appointment time**

☒ 8:00 AM ☐ 8:15 AM ☐ 8:30 AM ☐ 8:45 AM

**?** Why are some times grayed out/unclickable?

*When a time slot is full it will become grayed out and cannot be selected.  
A full time slot will become available again if a cancellation occurs.*

**Step 4: enter patient name**

*\* Each person receiving a health service must be scheduled individually.*

Relationship:

First Name:

Last Name:

**Schedule Appointment**

## Step 6 - Schedule the appointment:

- 1) Select your desired service
- 2) Select an available time slot
- 3) Type your name and click on 'Schedule Appointment'

**Thank you!**

Your health service has been scheduled.

A confirmation email will be sent along with information on how to change and pay for your appointment online (if applicable). A reminder email will also be sent prior to the appointment. You may print this page for your records.

[Printer Friendly Version](#)

**Clinic Details****Health Service/s Scheduled**

Flu

**Appointment Time**

8:00 AM

**User Information**

First Name:



Last Name:



Payment:	Total:	\$10.00
	Amount Paid:	- \$0.00
	Amount Due:	<b>\$10.00</b>



Pay Now!

Done



**Step 7 - If this shows a balance due, click "pay now" to use your credit or debit card for payment. Check with your onsite coordinator to verify if checks are being accepted on the day of the clinic if not paying in advance. If there is no balance, simply click 'Done'.**

We will have Consent Forms available at the site or you can print and complete the form and bring it with you.

## Consent Forms

[View My Appointments](#)

**Privacy Notice**

[Privacy Notice \(English\)](#)

[Aviso de Practicas Privadas \(español\)](#)

**Did you sign up for a flu shot or other health service?**  
Download your Consent Form Now:

**Influenza Vaccination Consent Form**

[Flu Consent Form \(English\)](#)

[Formulario de Consentimiento \(español\)](#)

[Consent Form for Insurance Clinics](#)

\* You will need Adobe Acrobat Reader to view these forms. To download the free reader [click here](#).

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**Step 8 - Print and complete the Employee Consent Form.**  
This form must be submitted to the nurse at the time of your appointment. If your clinic is being billed through your insurance, be sure to print the Consent form for Insurance Claims, otherwise print the Flu Consent form.